

## Consultation in the University

### Policy

**Category:** University Management  
**Last Modified:** August 2012  
**Review Date:** August 2014  
**Approved By:** Vice-Chancellor  
**Contact Person:** Employment Relations Manager, Extn 8459

#### Introduction:

This policy outlines the University of Canterbury's commitment to consulting its staff.

#### Definition:

*"Consulting involves the statement of a proposal not yet finally decided upon, listening to what others have to say, considering their responses and then deciding what will be done."*

*-McGechan, J.*

#### Policy Statement:

The University is committed to a policy of consultation with staff and their representatives in matters where it is reasonable to expect this to occur. The aim of the consultation is to assist the University and its staff, as well as representatives where appropriate, to share their views on the situation, the objectives of any proposed changes and the options being considered.

#### Principles

1. To provide for fair, impartial and transparent processes for consultation within the University.
2. To provide a vehicle for open communication between the relevant parties in the processes for consultation.
3. To promote informed decision-making in the University through consultation processes.

Procedures:

## Process

1. The process of consultation will normally include:
  - provision of relevant information by the University, subject to commercial sensitivity where appropriate, to enable those being consulted to develop an informed response.
  - sufficient time for the consulted parties to assess the information provided and make an informed response.
  - an opportunity to respond, usually in person.
  - the University giving serious consideration to what the consulted parties have provided by way of submissions/recommendations.
2. Notwithstanding the above, the final decision relating to any change shall be the responsibility of the employer.
3. For the avoidance of doubt, this policy is not applicable to any function, duty or power of the University Council conferred on it by the Education Act 1989.

<b>Version Control Table</b>		
<b>Action</b>	<b>Approval Body</b>	<b>Date Amended</b>
Full Review <i>No major changes</i>	Vice-Chancellor	5 May 2008
Modifications to process		19 August 2009
Minor amendment	Vice-Chancellor	27 April 2012
Full Review	Vice-Chancellor	29 August 2012

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